

**HERTFORD COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING  
COMMISSIONER’S CHAMBERS/MULTI-PURPOSE ROOM – JUDICIAL CENTER**

**Minutes April 1, 2024 – 9:00 AM**

**Present:** Com. Andre’ M. Lassiter, Sr., Chairman, Com. John D. Horton, Vice-Chair, Com. Leroy Douglas, Com. Ronald J. Gatling and Com. William F. Mitchell, Jr.

**Also Present with the Board:** Mr. Kevin Patterson, Interim County Manager, Dr. Renee Tyler, Clerk to the Board, Attorney Charles L Revelle, III, County Attorney

The following employees attended the meeting: Director Leslie Edwards, Director Kim Turner, Director Felicia Gaskins, Demarcus Thompson, PIO KaWania Parker, Director Brenda Brown, Director Edwin Quintero, Interim Director Kisha Ashe, Assistant Tax Assessor Crystal Askew,

Chairman Andre’ M. Lassiter, Sr. called the meeting to order and Pastor Bryan Pierce, Second Baptist Union, Ahoskie, NC, provided the Invocation.

**CONSENT AGENDA**

On a motion by Com. Ronald J. Gatling , seconded by Com. William F. Mitchell, Jr., the Board approved the Consent Agenda as follows:

- Approval of March 18, 2024 Minutes
- Approval of Taxpayer Refund: Joyce Barnes

**\$147.34- Joyce Barnes: Vendor#16666 Refund for overpayment on account DSO paid after taxpayer had paid.**

- Approval of March 2024 Taxpayer Releases

**RELEASES FOR MONTH ENDING  
March 2024**

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
MURFREESBORO TOWNSHIP				
Bill#0000038692-2023-2023	Anderson, Tiffany	2023	1,000	G01-\$8.40

This mobile home was discovered due to the mobile home park owner listing the tenant info and not the owner and the correct mobile home.				LP-.84 W01-\$130.00 W02-\$130.00
<b>WINTON TOWNSHIP</b>				
<b>MANEY'S NECK TOWNSHIP</b>				
<b>ST. JOHN TOWNSHIP</b>				
<b>HARRELLSVILLE TOWNSHIP</b>				

TOTAL VALUE APPROVED THIS REPORT (2023LEVY) \$1,000.00  
 TOTAL TAX RELEASED THIS REPORT (2023LEVY) \$  
 TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY) \$0  
 TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY) \$0  
 TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 20233) \$130.00  
 TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2023) \$130.00  
 TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2022) \$0  
 TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2022) \$0

Respectfully submitted,

Tammy H. Eason, Tax Collector

**HUMAN RESOURCE/RISK MANAGEMENT: NEW HIRE REPORT FOR MARCH 2024 AND VACANCY REPORT FOR MARCH 2024.**

Ms. Kimberly Turner, HR Director/Risk Management, introduced the following New Hertford County Employees:

**Hertford County Personnel Report  
March 2024**

<b>Employees Hired</b>	<b>PT/FT</b>	<b>Department</b>
Tyree Harrell	PT	E911
Daniel Kitchen	FT	Sheriff
Edwin Quintero	FT	IT
Bradford Watford	FT	DSS
Jennifer Eley	FT	DSS
Jennifer Benton	FT	DSS
James Andre	FT	Detention Center
Najwa Judkins	FT	DSS
Shenae Ward	FT	DSS
Alanne Sumner	FT	DSS
RayShawn Lassiter	FT	Detention Center
Lisa Bond	FT	DSS

Chairman and the Board welcomed the new hires wishing them a prosperous career with Hertford County Local Government.

After a brief discussion between Director Turner and Com. Douglas regarding the GIS Administrative assistant vacancy, Director Turner was asked to report back to the Board regarding the vacant position.

**REQUEST CONSIDERATION OF BOARD APPOINTMENTS: FIREFIGHTERS RELIEF FUND BOARD (SAINT JOHN) AND HERTFORD COUNTY COMMISSIONERS' ADVISORY BOARD ON AGING**

On a motion by Com. Mitchell, seconded by Com. Douglas, the Board approved the appointments of both Jeffrey Wingate Northcott and Norman Askew to the Firefighters Relief Fund Board (St. John) for a two-year term commencing April 1, 2024 and expiring June 30, 2026.

On a motion by Com. Gatling, seconded by Com. Mitchell, the Board approved the appointment of Corelette Harrell Smith to the Hertford County Commissioners' Advisory Board on Aging for an unexpired term effective April 1, 2024 and expiring June 30, 2024.

**REQUEST APPROVAL OF THE HERTFORD COUNTY LOCAL GOVERNMENT SPECIAL OLYMPIC FUNDING CONTRIBUTION**

On a motion by Com. Gatling, seconded by Vice-Chair Horton, the Board approved the amount of \$6,000.00 for the County Special Olympic funding contribution.

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2023-2024 BUDGET AMENDMENT #15**

On a motion by Com. Douglas, seconded by Com. Mitchell, the Board approved the Hertford County Budget Ordinance FY 2023-2024 Budget Amendment #15 as presented by Finance Director Leslie Edwards as follows:

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2023-2024**

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

**REVENUE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Animal Control	100060-414890	Animal Control Grant	\$ 17,000	
DSS	100063-418305	Emergency Placement	\$ 8,746	
Aging	100061-417602	SHIIP GRANT	\$ 2,800	
		<b>Total Changes in Revenue</b>	<b>\$ 28,546</b>	<b>\$ -</b>

<b>Net Change in Revenue</b>	<b>\$28,546</b>
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**EXPENDITURE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Animal Control	104210-536003	Animal Control Grant	\$ 17,000	
DSS	104440-569603	Emergency Placement	\$ 8,746	
Aging	104390-569028	SHIIP Grant	\$ 2,800	
		<b>Total Changes in Expenditures</b>	<b>\$ 28,546</b>	<b>\$ -</b>

<b>Net Change in Expenditures</b>	<b>\$28,546</b>
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**Explanation:**

Animal Control- Grant received from NC Dept. of Ag. for repair of septic tank issues, repainting of floors, walls, and repair and replace the fencing at animal control.

DSS - Emergency placement funds received from DHHS to temporarily assist DSS with placement needs of children in custody of the agency waiting for Medicaid leveled treatment placement.

Aging - Funds received from NCDOI SHIIP Grant Funds for Shred-A-Thon Event (fraud prevention)

*Heinie D. Edwards* 3-27-24  
 Finance Director Date

Amendment # 15  
 Approved: \_\_\_\_\_  
 Posted: \_\_\_\_\_

**INTERIM COUNTY MANAGER'S REPORT: PARKS & RECREATION ADVISORY COMMISSION FEE REQUEST, SOUTHERN BANK BUILDING RENOVATION BIDS, AND CONGRESSIONAL CAPITAL PROJECT LIST**

Interim Manager Patterson shared as follows with the Board: 1) asked the Board to consider approving the fee structure for recreation for the Pep Squad.

On a motion by Com. Gatling, seconded by Com. Mitchell, the Board approved the application fee of \$15.00 for recreational activities as presented by Interim Manager Patterson.

On a motion by Com. Douglas, seconded by Com. Mitchell, the Board approved the low roof bid of \$4,800.00, the former elections building bids for HVAC of \$6,450.00 and the interior work and a new roof bid of \$34,017.58 with the scope of the building being modified as presented by Interim County Manager Patterson.

Interim Manager Patterson reported that Congressman Don Davis is creating a list of capital projects for the First District for future funding opportunities. Manager Patterson is submitting a list to include the AES Small Business Incubator, Health and Aging Services Building and the Access Chowan Park.

Mr. Edwin Quintero, Information Technology Director, presented an \$8,364.19 funding request (to include parts and labor) for the State WAVE Project to improve the Judicial Center wireless capabilities. He explained to the Board that the Wave Project requires the County to provide the cabling to connect their Wireless Access Points to the network closets located in the building. During the conclusion of his presentation, Mr. Quintero shared that the SoundSide Group will provide and install 16 Cat6 Data Drops to the Wireless Access Point locations as provided by Presideo Survey (the company that performed the wireless site survey) and SoundSide will terminate, test, and label all lines to meet industry standards.

On a motion by Com. Gatling, seconded by Com. Douglas, the Board approved the funding request for \$8,364.19 for the State Wave Project for the cabling to connect the Judicial Center's access points to the network closets in the County Courthouse.

**BOARD CHAIR'S/CLERK'S REPORT**

Clerk Tyler shared the Board Chair's/Clerk report of April events and the County Mission Statement.

**COMMISSIONERS' COMMENTS**

Chairman Lassiter and the Commissioners collectively thanked everyone for attending the Board meeting.

Vice-Chair Horton commented regarding inadequate fire hydrants in Saint John and asked Manager Patterson to find out the cost to have a fire hydrant in the Saint John neighborhood.

## **CLOSED SESSION**

On a motion by Com. Mitchell, seconded by Com. Gatling, the Board approved to go into Closed Session.

On a motion by Com. Gatling and second by Com. Mitchell, the Board unanimously approved to return to Regular Session.

On a motion by Com. Gatling, seconded by Com. Mitchell, the Board approved to convene as the Board of Equalization and Review.

## **CONVENING AS THE BOARD OF EQUALIZATION AND REVIEW AS ALLOWED UNDER NCGS § 105-322**

Ms. Kisha Ashe, Interim Tax Assessor, announced the opening of the Board of E & R First Meeting and presented the Proposed Schedule for Completion of Reappraisal Effective January 1, 2027.

On a motion by Com. Gatling, seconded by Com. Douglas, the Board approved the Proposed Schedule for Completion of Reappraisal Effective January 1, 2027.

On a motion by Com. Gatling, seconded by Com. Mitchell, the Board left the Board of E & R and reconvened to the Regular Meeting.

On a motion by Com. Mithcell, seconded by Com. Douglas, the Board approved the Closed Session Minutes for March 4, 2024.

## **RECESS MEETING**

On a motion by Com. Mitchell, seconded by Vice-Chair Horton, the Board recessed the meeting to reconvene at the Government Center for FY 2024-2025 Budget Work Session Updates.

On a motion by Com. Douglas, seconded by Com. Gatling, the Board Closed the meeting at 12:15 PM.

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Approved: April 15, 2024

The Honorable Andre` M. Lassiter, Sr., Chairman

Dr. Renee Tyler, Clerk to Board